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**Thomas J. Sadowski**  
Director

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Division of Accounting  
**DATE:** July 24, 2006  
**RE:** New Check Envelopes

The State of Missouri will begin using a new check design with additional security features and a new layout with a consistent font size and positioning of specific information. This change will take place approximately March 1, 2007, and will affect all A, P, and T series checks as well as those currently produced by the Department of Social Services and the Department of Revenue. Please be aware that the date is approximate, as we can only estimate when the current check stock will be depleted.

These changes require a different envelope be used for distribution of these checks. OA/Accounting is working with OA/General Services/Forms Management and Missouri Vocational Enterprise to develop a new window envelope to correspond with the format of the new check. Therefore, OA is encouraging all agencies to be **conservative** in placing orders for envelopes used in the mailing of checks.